



STATE OF INDIANA  
OFFICE OF THE FIRST LADY  
4750 North Meridian Street  
Indianapolis, Indiana 46208

Cheri Daniels  
*First Lady*

Dear Educator:

Please share the following information with your second, third, fourth and fifth grade teachers.

This year, as in the past, we will receive a large coniferous tree to place in the Statehouse Rotunda. Your assistance is requested in helping to decorate this special tree. This year's theme is "2009 Statehouse Tree Trim: Storytime with First Lady Cheri Daniels." With an emphasis on literacy, we are asking students to create ornaments depicting their favorite literary character.

**Ornaments:**

- Ornaments should be no larger than 8 square inches.
- Ornaments can be either two or three-dimensional.
- Any appropriate materials are acceptable – paper, poster board, papier-mâché, pipe cleaners, wood, yarn, photographs, etc.
- No breakable or perishable items, please.
- A hook or way to hang the ornament from a branch should be attached.
- Ornaments will not be returned.

We have also formed a partnership with the Indianapolis Colts and the Indiana Department of Child Services' *Books for Youth* program. New or gently used children's books will be collected in support of this program.

**Book donations and ornaments can be mailed or delivered to the address below:**

Statehouse Tour Office  
200 West Washington Street, Room 220  
Indianapolis, Indiana 46204

Unless your group plans on attending this year's event, ornaments and book donations must arrive by December 15th. Please write on the exterior of the box "Holiday Tree Ornaments and Gifts." Attendees may bring donations to the Statehouse on December 16<sup>th</sup>.

The official **State Holiday Tree Trim will take place on Wednesday, December 16<sup>th</sup>**. The program will be held at 11 a.m. in the Statehouse Rotunda and will include the Colts cheerleaders, holiday music, guest speakers and the decoration of the tree. Also, I will have the pleasure of reading a special story to the children in attendance. You can make arrangements to attend this program through the Statehouse Tour Office at (317) 233-5293. Schools will be scheduled on a first come, first served basis, so please make your arrangements early. We look forward to hearing from you.

We certainly hope your school will join us for this fun and educational project. Best wishes for a happy and peaceful holiday season!

Warm regards,

First Lady Cheri Daniels  
and the 2009 Tree Trim Committee

